

SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

NO. 1-78

8 June 1978

TO: Agency Training Officers
Budget and Fiscal Officers

SUBJECT: Tuition Advances for Agency Sponsorship at
Local Colleges and Universities:
1978 Fall Semester

Agency employees requesting sponsorship for part-time academic training at local colleges or universities for the 1978 Fall Semester must have the approval of the Office of Training prior to registration.

Those who desire a tuition advance should comply with the following schedule:

7 August 1978, Monday: Form 136, Request for Training at Non-Agency Facility, is due in OTR, [] Chamber of Commerce Building. Employees whose requests are received after this date will be reimbursed upon submission of a tuition receipt and Form 264, Request for Reimbursement.

STAT

17 August 1978, Thursday: Cash advances will be disbursed in Room 1F-78, Headquarters, between 1330 and 1500. There will be no individual advances issued after this date for part-time academic training except when strongly justified, and these must be endorsed by the Chief of Support of the sponsoring component. All other requests will be handled on a reimbursable basis. Accounting instructions will be provided at that time.

To prevent delays and necessity for reimbursement instead of an advance, Training Officers should ensure that all items on the Form 136, required to justify approval, are completed, e.g., objective, cover status, approving signatures, certification of funds, and entrance-on-duty date. Also, please indicate whether the employee is a graduate, undergraduate, or special student and, where applicable, resident or nonresident of the state.



ADMINISTRATIVE - INTERNAL USE ONLY

1978 Fall SemesterSCHEDULE - WASHINGTON AREA

<u>SCHOOL</u>	<u>REGISTRATION</u>	<u>CLASSES BEGIN</u>
<u>American University</u>	14-22 August	5 September
Off-Campus (Consult Off-Campus Schedule)	Various	
<u>Catholic University</u>	30 August- 1 September	5 September
<u>University of the District of Columbia</u>	28 August- 1 September	5 September
<u>George Mason University</u>		30 August
<u>George Washington University</u>	1-2 September	5 September
Off-Campus (Consult Off-Campus Schedule)	Various	
<u>Georgetown University</u>	28-29 August	30 August
<u>Howard University</u>	21-23 August	24 August
<u>Montgomery College</u>	May - September	5 September
<u>Northern Virginia Community College</u>		Not available
<u>Prince George's Community College</u>	March - August	26 August
<u>University of Maryland</u>		
University College	1-8 September	11 September
Off-Campus (Consult Off-Campus Schedule)	Various	
Pentagon (Consult Off-Campus Schedule)	Various	
<u>University of Virginia</u>		
Northern Virginia Regional Center	30 August- 13 September	18 September
<u>U.S.D.A. Graduate School</u>		Not available

Questions may be directed to the Office of Training,



NOTE: Requests for courses at colleges with registration dates prior to 11 August 1978 will be handled separately.

This schedule does not apply to the Agency Off-Campus Program.